

AGREEMENT

BETWEEN

BOARD OF EDUCATION OF THE BOROUGH OF
FORT LEE IN THE COUNTY OF BERGEN

and

FORT LEE EDUCATION ASSOCIATION

JULY 1, 2002 TO JUNE 30, 2005

Teachers Contract
August 1, 2003


FILED

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PREAMBLE

This Agreement is entered into the 1st day of August, 2003, by and between the BOARD OF EDUCATION OF THE BOROUGH OF FORT LEE in the County of Bergen, hereinafter the "Board," and the FORT LEE EDUCATION ASSOCIATION, hereinafter called the "Association."

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ARTICLE I.

RECOGNITION.

1. The Board hereby recognizes the Association, during the term of this agreement, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel not engaged as supervisory employees and non-certificated classroom instructional aides who comprise the unit hereunder as follows:
 - a. Classroom teachers other than Departmental Assistants
 - b. Psychologists other than the Director of Special Education
 - c. Nurses
 - d. Librarians
 - e. Guidance Counselors
 - f. Social Workers
 - g. Learning Disability Teacher Consultants
 - h. Speech Therapists
 - i. Classroom Instructional Aides
 - j. Summer School Teachers not including the Principal

2. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiations unit as defined above, and reference to male teachers shall include female teachers.

3. The term "supervisory employee" is hereby defined as meaning an employee having the power to hire, evaluate, discipline or effectively recommend the same.

4. The following personnel are hereby specifically excluded from the negotiation unit:

- a. Per diem appointments
- b. Substitutes, including long-term substitutes

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ARTICLE II.

NEGOTIATION OF SUCCESSOR AGREEMENT.

1. A. The Parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, as amended in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all personnel in the negotiations unit for whom the Association is authorized to negotiate in accordance with Article I, "Recognition," of this Agreement. An Agreement so negotiated shall be applicable to the aforementioned personnel, shall be reduced to writing, and when adopted by appropriate Resolution of the Board and approved by appropriate resolution of the Association by its internal procedures, shall be signed by the Board and the Association. Prior to execution of the Agreement, the Association's representatives shall notify the Board in writing that they are authorized to execute the Agreement in accordance with and in compliance with its internal procedures.

B. The Association shall submit its contract proposals to the Board of Education through the Superintendent of Schools no later than November 1 in the school year in which this Agreement expires, and such submission of proposals shall constitute the opening of formal negotiations.

C. The Board reserves the right to present a proposal of its own as well as counter-proposals to those presented by the Association. Such proposals shall be presented to the Association

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in writing within thirty (30) school days of receipt of the Association's proposal.

D. Additional proposals, if any, shall be submitted no later than ten (10) school days following the submission in writing of the Board's proposals.

E. During the school week following the thirtieth (30th) school day subsequent to the receipt of the proposals submitted pursuant to the provisions of 1.C or 1.D set forth above, whichever is later, the initial negotiations session between the Association and the Board shall be held.

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ARTICLE III.

GRIEVANCE PROCEDURE.

1. Definitions.

a. The term "grievances" is any alleged violation of this Agreement or any dispute with respect to its meaning or application.

b. The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:

i. The failure or refusal of the Board to renew a contract of a non-tenured teacher.

ii. In matters where a method of review is prescribed by law, or by any rule, regulation or by law of the State Commissioner of Education or the State Board of Education.

c. The term "teacher" shall mean any regularly employed individual covered in Article I, "Recognition."

d. The term "representative" shall include any organization, agency or person authorized or designated by any employee or any group of employees, or by the Board to act on its or their behalf and to represent them.

e. The term "party in interest," is the aggrieved teacher, his/her immediate superior, the school principal or any staff member below the Superintendent who may be affected by the

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determination of the Superintendent in connection with the procedure herein established.

2. Purpose.

a. It is understood and agreed that both the Board and the Association have the right to utilize all provisions of this Article and that grievances may be processed either by the teacher who has been aggrieved or by the Board or the Association.

b. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the grievances which may, from time to time, arise affecting the teachers.

c. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given notice of such adjustment.

3. Procedure.

a. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every reasonable effort should be considered to expedite the process. The time limits may be extended, however, by mutual agreement.

b. An aggrieved teacher shall institute action under the provisions hereof within twenty (20) school days of the occurrence of the grievance. Failure to act within said twenty

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(20) day period shall be deemed to constitute an abandonment of the grievance.

c. An aggrieved party may, at his/her election, first discuss the grievance informally with his/her principal or immediate superior, or discuss such grievance with his/her principal or immediate superior through the Association's designated representative with the objective of resolving the matter informally.

d. Whenever the teacher appears with a representative the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

e. A teacher shall first discuss the grievance orally with his/her immediate superior (supervisor or principal). Where the immediate superior is below the position of principal, the principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within five (5) school days of said hearing.

f. If the grievance is not resolved to the teacher's satisfaction within five (5) school days from the determination referred to in Paragraph e above, the teacher shall submit his/her grievance to the Superintendent of Schools or his designee in writing, specifying:

- i. The nature of the grievance;
- ii. The results of the discussion;

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iii. The basis of the dissatisfaction with the determination.

iv. The remedy sought.

g. A copy of the writing called for in Paragraph f above shall be furnished by the aggrieved teacher to the school principal and to the immediate superior of the aggrieved teacher.

h. Within ten (10) school days from the receipt of the written grievance, the Superintendent or his designee shall hold a hearing at which all parties in interest shall have the right to be heard.

i. Within ten (10) school days of said hearing the Superintendent or his designee, shall in writing, advise the teacher and the representative, if there be one, of the determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved teacher.

j. If the aggrieved party is not satisfied with the disposition of the grievance at the Superintendent's level, or if no decision has been rendered within fifteen (15) school days after reaching the Superintendent of Schools, the aggrieved party may request that the Association request a hearing of the Board. The Association's request shall be in writing, setting forth the reasons, and be transmitted within fifteen (15) school days to the Superintendent of Schools, who shall attach related papers, including copies of those requested by the Association and forward

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the request to the Board. The Board, or a committee thereof, shall hear the grievance within fifteen (15) school days. The Board will make arrangements for a meeting with all parties in interest to hear the matter. The Board shall render a written decision within ten (10) school days from the date of the close of the hearing, setting forth reasons for its decision. Copies of such decision shall be transmitted to the aggrieved party and the Association within five (5) school days from the date the decision was rendered by the Board.

k. Grievances initiated by the Board shall be filed directly with the Executive Board of the Fort Lee Education Association within ten (10) school days after the event giving rise to the grievance has occurred. A meeting shall be held within ten (10) school days after filing a grievance between the representatives of the Board and the Fort Lee Education Association in an earnest effort to adjust the differences between the parties.

l. In the event a teacher is dissatisfied with the determination of the Board, he shall request that the Association pursue arbitration according to rules and regulations established by the American Arbitration Association. In the event the Board is dissatisfied with the determination of the Association, it shall have the same right to request arbitration. The authority of any arbitrator shall be limited solely to the interpretation of the Agreement and he shall have no authority to add to, subtract

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from or modify any of said provisions. In rendering the decision, the Arbitrator may take into consideration arguments of past practice only as they relate to the particular grievance under consideration, provided, however, that the issue of past practice shall be confined to terms and conditions of employment and shall not include any matters involved with education policy decisions. In rendering the decision, the Arbitrator shall be bound by the laws of the State of New Jersey and the United States, decisions of the Courts of New Jersey and of the United States, and rulings and decisions of the Commissioner of Education and the State Board of Education. The decision of the Arbitrator shall be binding upon the parties.

m. A request for arbitration shall be made no later than twenty (20) school days following the determination at the prior step. Failure to file within said time shall constitute a bar to such arbitration unless the Association and the Board shall mutually agree upon a longer period of time within which to assert such a demand.

n. In the event of arbitration, the costs of the Arbitrator's services shall be borne equally by the Board and the Association. All other expenses incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

o. All meetings and hearings under this procedure shall not be conducted in public and shall include only such

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parties in interest and their designated or selected representatives as are heretofore referred to in this Article.

ARTICLE IV.

NO STRIKE PLEDGE.

1. The Association agrees that during the term of this Agreement, neither the teacher organization nor any person acting on its behalf will cause, authorize or support any strike or any other job action, or the invocation of sanctions against the Board. Should a strike or other such job action occur, the Association shall attempt to direct its members to fulfill their responsibilities hereunder.

2. The teachers participating in the aforementioned actions may subject themselves to appropriate disciplinary action.

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ARTICLE V.

SALARIES.

1. **Salary Guides.** The salary guide for the school years July 1, 2002 through June 30, 2005, are set forth in Schedule A, which is attached hereto and made a part hereof.

2. **Service Credit.** In order to receive credit for service and movement on the salary guide, a teacher must work ninety-four (94) pensionable days inclusive of five (5) absences for eight-nine (89) work days within a school year.

3. **Withholding of Increments.**

a. The Board may withhold for inefficiency or other just cause, the increment of any teacher.

b. Increments may be withheld in accordance with the following:

- i. A teacher shall be notified of the deficiencies.
- ii. A teacher shall be given a reasonable amount of time to make up such deficiencies.
- iii. The teacher shall have the opportunity of discussing the matter with the Superintendent prior to a decision by the Board.
- iv. The withholding of an increment by the Board may be appealed to the Commissioner of Education, who will consider due process as substantive matters in rendering a decision.

V. A withholding of increment shall not be

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subject to the grievance procedure.

4. **Method of Payment.**

a. The Board shall adopt a salary payment schedule under which members of the bargaining unit shall be paid on alternate Fridays commencing 9/10/82.

b. Exceptions. When a pay-day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.

5. **Extra-curricular Activities.** Teacher participation in extra-curricular activities as listed in Schedule A shall be voluntary whenever possible and shall be compensated according to the rate of pay in Schedule A. Currently existing extracurricular activities that carry no compensation shall be thus continued.

6. **Payroll Savings Plan.** Each teacher may individually elect to have a percentage of salary deducted from pay checks and deposited within ten (10) school days from the dates of the pay period in the Paragon Federal Credit Union.

7. **Athletic Coaches' Compensation.** Bonuses for teachers employed as interscholastic coaches for the sports listed on attached Schedule A shall be as indicated. Payment for the season shall be made on the first pay day after the conclusion of the regular season.

8. **Recreation Instruction for after-school hours.** Bonuses for recreation instruction for after-school hours shall be fixed and determined pursuant to the terms of schedule A as indicated.

9. **Elimination of Differential.** The \$400.00 salary

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differential which has been paid to qualified teachers holding a masters degree in the Teaching of Reading prior to the 1988-1989 school year shall continue to be paid. Any new teacher hired to commence employment after September, 1988 or present staff who become qualified subsequent thereto shall not be eligible for or receive such differential in salary and same is hereby eliminated.

10. Grandfather Clause for Special Education Teachers.

The annual salary for special education teachers whose period of employment as special education teachers within the Fort Lee Public School System was in effect as of June 30, 1974, shall be above the salary such teacher would receive in terms of proper placement as a regular teacher on the teacher's salary guide in the amount of \$500.00 for whatever period of employment postdating June 30, 1974 said teachers shall be continued in service as special education teachers within the Fort Lee Public School System.

11. Bonus Limitation

Any bonuses not set forth in the present contract are invalid.

12. Instructional Aides

Instructional Aides shall be paid on the Classroom Instructional Aide Guide A-15.

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ARTICLE VI.

SICK LEAVE.

1. All teachers covered under the terms of this Agreement shall be allowed sick leave with full pay for ten (10) days in each calendar year. Any unused allowance shall be accumulated. The Board of Education may require a physician's certificate to be filed with the Business Administrator/Board Secretary in case of sick leave claimed.

2. **Extended Sick Leave.** All employees shall be entitled to additional sick leave allowance after the exhaustion of the sick leave accumulated as set forth in paragraph 1 above.

Extended sick leave shall be paid at the rate of the regular salary of the employee, reduced by the going rate of the cost of the substitute, regardless of whether a substitute is hired.

Extended sick leave shall be subject to conditions as approved by the medical director.

Extended sick leave shall be allowed at the rate of one (1) day for each two (2) sick leave days accumulated as of the date of commencement of the leave up to a maximum benefit of sixty-five (65) days extended sick leave.

Any teacher wishing to exercise the foregoing sick leave provision should complete in triplicate copies of the following "Employee's Report of Reason for Absence" section of this form, Schedule B. The teacher should then retain the third copy, and mail to the Medical Director of the Fort Lee Board of Education, the first and second copies of this form together with the

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covering note** of justification from the teacher's personal doctor and also a stamped envelope self-addressed to the teacher.

** Note this justification is necessary only when more than five (5) days of extended leave is requested. The doctor's note must contain the doctor's diagnosis of the employee's illness or injury.

The employee may expect the Medical Director to mail back the original copy of this form signifying the action taken by the Medical Director. The employee should then send this completed form to the Superintendent of Schools or his designee.

3. The report form titled, "Employee's Report of Reason for Absence," Schedule B, shall be completed in duplicate and submitted to the employee's immediate supervisor not later than the first day upon which the employee returns to work, following any day of absence for any reason.

Whenever the sick-leave absence of any employee exceeds ten (10) consecutive working days, said employee shall submit, to the Superintendent of Schools or his designee, a certificate from a physician, engaged by said employee, delineating (1) the physician's diagnosis of the illness or injury, and (2) the physician's prognosis of the anticipated date of return to regular employment. The doctor's report shall include any limitations on the employee's ability to return to work and the time period of such limitations. The doctor's report shall be due no later than the fifteenth (15th) day following the commencement of the sick leave.


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4. **Terminal Leave.** The following additional sick leave benefits shall be paid at the time of retirement.

a. Benefits will apply to employees who retire under full-formula benefits as prescribed by the N.J. State Teachers Pension and Annuity Fund or the N.J. State Employees' Retirement System.

b. For all employees covered under this Agreement employed prior to July 1, 1996, these benefits shall provide compensation during paid terminal leave at the rate of the annual salary applicable as of the time of retirement, with the extent of this salary payment to be 75% of the number of days of credited accumulated sick leave as of the time of retirement, except that not more than one hundred (100) days totally of this payment within the terminal leave period shall be allowed. For all employees covered under this agreement and employed after July 1, 1996, terminal leave reimbursement will not exceed the sum of \$15,000.

c. The terminal leave payment shall be calculated on the basis of 1/20th of the employee's monthly salary rate at the time of retirement.

d. In administering this benefit, it is expected that the terminal leave period will commence at the close of a regular school year.

e. The Board agrees to deposit accumulated sick leave payments to which eligible retirees are entitled into their 403-b accounts on a tax deferred basis pursuant to the Economic Growth


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and Tax Relief Reconciliation Act of 2001 (EGTRRA), insofar as such payments are legally permitted pursuant to both New Jersey and Federal Law.

ARTICLE VII.

TEMPORARY LEAVE OF ABSENCE.

ALLOWED ABSENCE FOR OTHER THAN PERSONAL ILLNESS.

1. **Emergency Leave.** A total of five (5) days leave shall be allowed an employee without pay deduction, when the absence is necessitated by:

a. Court Order which requires the attendance of the employee.

b. Death, critical illness, injury to or an emergency in a member of his/her immediate family (father, mother, brother, sister, husband, wife or child) or his/her in-laws (father-in-law, mother-in-law, brother-in-law, sister-in-law), a teacher's grandparents and teacher's spouses' grandparents, plus members of a teacher's immediate household.

c. Any emergency to personal property and residence.

2. **Statement of Necessity.** The employee may be required to submit to the Board of Education or its agents, a statement of the necessity for the absence. In case the employee claims illness of a relative, the employee may be required to furnish the name and address of the attending doctor and grant the Board or its agents permission to investigate the case. The Board reserves for itself the right to pass judgment upon the validity of any emergency leave claim and to direct appropriate salary deductions in the event that more than five (5) days absence in any one year is imperative.

3. **Personal Leave.** Annually one (1) day of personal leave

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shall be allowed a teacher, without pay deduction. Written application to the teacher's Principal or other immediate superior for such personal leave shall be made at least five (5) days before taking such leave, whenever possible. The applicant shall not be required to state the reason for taking such leave other than he/she is taking it under this Section, except however that a personal day shall not be used the day before or the day after a school holiday, but this limitation shall not be applicable where the absence is required by Court order.

4. **Employee's Report.** The report form titled Employee's Report of Reason for Absence, Schedule B, shall be completed in duplicate with a pen and submitted to the teacher's immediate superior not later than the first day upon which the teacher returns to work, following any day of absence for any reason.

5. **Absence for more than ten (10) days.** No teacher employed by the Board of Education shall remain absent from said teacher's work over more than ten (10) consecutive working days for any purpose other than said teacher's personal illness or injury except as such teacher seeks and receives advance approval from the Board of Education, through the Superintendent of Schools, to cover said absence in excess of said ten (10) consecutive working days, with the allowed deviation as stipulated in the following statement. The Superintendent of Schools is empowered to extend such span of absence beyond said ten day period, up to the next date on which the Board of Education will meet.

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6. This Article shall apply to Teachers and Classroom Instructional Aides.

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ARTICLE VIII.

EXTENDED LEAVE OF ABSENCE.

1. Additional sick leave allowance as set forth in Article VI, Sick Leave.

2. Maternity Leave. The following maternity leave provisions:

a. All pregnant teachers may apply for a leave of absence without pay. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth subject to the following conditions:

i. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.

ii. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.

iii. Exact dates of the leave will be arranged, if possible, to coincide with changes in semesters. Where medically contraindicated, the parties shall arrange other leave dates in consideration of both medical evidence and administrative feasibility.

iv. A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.

b. The employee at her option may request a leave of

absence without pay for a period beyond the physical disability date for the purpose of suspending her career to care for the newborn child. Any such leave requested by the employee for the balance of the school year in which the birth occurred shall be granted by the Board. In addition, at the teacher's option, she may also take unpaid leave for the entire next two (2) school years.

c. The leave of absence granted a non-tenured teacher hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.

d. Except as provided above, no teacher shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, on or before March 1 of the school year prior to the year in which the teacher desires to return from child care absence, the teacher shall indicate to the Board, in writing, that she intends to return to teaching the following September. Failure to so notify the Board will be deemed to be a waiver by the teacher of her right to return from maternity leave that year.

e. The time spent on maternity leave shall not count toward fulfillment of the time requirements for acquiring tenure, nor will it count toward placement on the salary guide or for seniority.

f. No teacher shall be removed from her teaching duties during pregnancy, except upon one of the following:

i. The Board has found her teaching performance has substantially declined from the time immediately prior to her pregnancy.

ii. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, and which physical capacity shall be deemed to exist if:

aa. The pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching, or

bb. The Board's physician and the teacher's physician agree that she cannot continue teaching, or

cc. Following any difference of medical opinion between the Board's physician and the teacher's physician, a physician selected jointly by the Board and the teacher shall render a binding opinion on the physical capacity to continue teaching. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher and the Board.

iii. Any other just cause.

3. **Extended Personal Leave.** Teaching staff members may apply for and shall receive extended leave for an entire school year without pay in accordance with the following conditions:

a. Application must be received in writing by the Superintendent of Schools on or before March 1 of the school year preceding the school year for which the leave is requested.

b. The leave of absence shall be without pay or

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fringe benefits.

c. The period of absence shall be for an entire school year only and not for any part thereof.

d. The number of staff members entitled to receive said leave shall be limited to 2% of the teaching staff of the district as of March 1 of the year for which the leave is granted.

e. In the event the number of applicants exceeds the 2% limit, the applications shall be granted solely on the basis of seniority in the school district.

f. (i). Each applicant, before being granted the requested leave shall certify that during the period of the leave he or she shall not engage in teaching in the State of New Jersey.

(ii). Each applicant, before being granted the requested leave shall certify that he or she is obligated to return to employment in the Fort Lee School district at the commencement of the school year immediately following completion of the leave of absence unless prevented from doing so because of illness.

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ARTICLE IX.

HEALTH INSURANCE.

1. The Board will provide, at Board expense, for employees covered under this Agreement, and their eligible dependents, the following health insurance benefits.

- a. Hospitalization.
- b. Medical-Surgical.
- c. Major Medical Insurance.

2. The Board may change insurance carriers at its option and after notification to the Association, provided substantially similar benefits are provided.

3. The Board agrees to continue at Board expense, the present or substantially similar dental coverage plan for all employees covered by this Agreement. The Board reserves the right, at its option, after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

4. The Board agrees to pay up to a maximum of \$27,000.00 for each school year of this Agreement for an optical coverage plan for all employees of the school district including the employees covered by this Agreement and other school district employees with whom the Board, by a separate written contract, agrees to provide optical coverage. Any additional cost of such plan shall be borne by the individual district employee by way of payroll deduction. The Board reserves the right, at its option,


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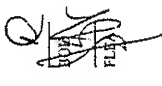
after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

5. The Board of Education shall continue to provide the present or substantially similar, prescription drug plan for all employees covered by this Agreement. The Board reserves the right, at its option, after notification to the Association, to change insurance carriers provided substantially similar benefits are provided.

6. Effective 1986-87 the Board of Education will pay the premiums for Health Benefits coverage under the State Health Benefits Plan and for Part B of the Federal Medicare Program for a retiree who retires after twenty-five (25) years or more of service credited in the retirement system (but not including an employee who elects deferred retirement) or who retires on a disability pension based on fewer than twenty-five (25) years service pursuant to the authorization conferred by P.L. 1974, Ch. 88.

7. Retired employees having twenty-five (25) years of service may continue to purchase insurance including dental, prescription and vision after COBRA ends.

8. Employees may voluntarily waive health insurance coverage and receive twenty five percent (25%) of the cost of the premium for coverage waived. Payments shall be made pursuant to the regulations of the health insurance provider but not more frequently than in four (quarterly) payments.


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ARTICLE X.

DEDUCTION FROM SALARY.

1. The Board agrees to deduct from the salaries of its employees dues which said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15.9e and under rules established by the State Department of Education. Said monies, together with records of any correction, shall be transmitted directly to N.J.E.A. Teacher authorizations shall be in writing.

2. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice sixty (60) days prior to the effective date of such change. It is understood that the only obligation of the Board shall be to remit to the Association the total deductions.

3. The Association will provide the necessary check-off authorization form and the Association will secure the signatures of its members on the forms and deliver the signed forms to the Business Administrator/Board Secretary or designee. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction cards submitted by the Association to the Board.

4. Upon the written voluntary request of any teacher the Board agrees to deduct from said teacher's salary an amount so



specified in writing by said teacher, said deducted amount to be paid over by the Board upon said teacher's written direction to any annuity or disability insurance plan designated by the teacher and agreed to by the Association. It is understood and agreed that the sole limited and exclusive responsibility of the Board is to make the authorized deduction and to pay over the same to the designated recipients and that there shall be no other liability upon the Board in connection herewith except for deliberate malfeasance; it is further understood and agreed that under no circumstances shall the Board be required to (I) become a party to any annuity agreement or disability plan and (ii) make any contribution whatsoever now or in the future, to the annuity plan or disability plan, it being fully understood that the Board is acting for the mere purpose of making the deduction and paying the same over upon the written authorization and direction of the individual teacher. Nothing herein contained shall require the Board to make payments to more than one plan for all teachers at any one time.

5. In connection with the said deductions and payments for annuity and/or disability plan as set forth in 4 above, the Association and/or the individual teacher must furnish to the Board (I) written notice thirty (30) school days prior to the effective date of the initial deduction to be made and (ii) written notice thirty (30) school days prior to the effective date of any change whatever in the aforementioned deduction or plan.

It is understood and agreed that the sole obligation of the Board



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shall be to deduct and to remit in accordance with the written authorization and direction of the teacher.

6. In connection with the annuity and/or disability plan deduction provided in Paragraph 4 above the Association will provide the necessary authorization and direction forms and will secure the signature of its members on the forms and deliver the signed forms to the Superintendent of Schools or his designee. The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon annuity and/or disability plan deduction authorization forms submitted by the Association to the Board.

7. Subject to the right of the Association to change the disability plan, the Association approves the N.J.E.A. Disability Insurance Plan underwritten by Prudential Insurance Company.

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ARTICLE XI.

VOLUNTARY TRANSFERS AND REASSIGNMENTS.

1. Notification of Vacancies. No later than May 15 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which are expected to occur during the following school year.

2. Filing Requests. Teachers who desire a change in grade and/or subject assignments, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent or designee. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, and school or schools to which he desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than February 1, and must be resubmitted annually by the teacher desiring such change.

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ARTICLE XII.

INVOLUNTARY TRANSFERS AND REASSIGNMENTS.

1. Use of Voluntary Requests. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position, and provided that the transfer or reassignment does not conflict with the best interests of the School District.

2. Notice. Notice to the teachers involved in an involuntary transfer or reassignment shall be given as soon as practicable, and except in cases of emergency, not later than April 30.

3. Meeting and Appeal. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason therefore.

a. In the event that a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent or designee shall meet with him. The decision of the Superintendent shall be final and nonappealable and not subject to the grievance procedure.

b. In the event a teacher believes that the procedures outlined in Section 2 and 3 have not been followed, he shall immediately notify the Superintendent of such procedural defects. The Superintendent will have twenty (20) school days from such notification to rectify the procedural defects. In the event the Superintendent fails to rectify such defects the teacher

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may grieve such failure in accordance with Article III.

4. Priority in Reassignment. A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned.

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ARTICLE XIII.

MISCELLANEOUS.

1. Any individual contract between the Board and an individual teacher shall be consistent with the terms and conditions of this Agreement except, however, that the contract with a non-tenure teacher shall carry a clause providing for termination of the contract by either party upon a thirty (30) day notice.

2. Copies of this Agreement shall be printed at the joint expense of the Board and the Association.

3. Notices. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified mail at the following addresses:

a. If by Association to Board at:

Fort Lee Board of Education
255 Whiteman Street
Fort Lee, New Jersey 07024

b. If by Board to Association at:

Fort Lee Education Association
School No. 1
250 Hoym Street
Fort Lee, New Jersey 07024

4. Agency shop representation fee

a. Purpose of Fee. If a teacher does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee to the extent and only

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to the extent permitted and authorized by law will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative as recognized by the Board of Education in this Agreement.

b. Amount of Fee. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to the maximum allowed by law.

c. Deduction and Transmission of Fee. To the extent and only to the extent permitted and authorized by law, the Board agrees to deduct from the salary of any teacher who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section b above and will transmit the amount so deducted to the Association. The Board agrees to deduct the aforementioned representation fee in equal monthly installments, as nearly to the extent and only to the extent permitted and authorized by law as possible, during the remainder of the membership year in question. The deductions will begin thirty (30) days after the teacher begins employment in a bargaining unit position.

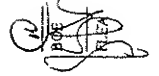
d. Termination of Employment. If a teacher who is required to pay a representation fee terminates employment with the Board before the Association has received the full amount of

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the representation fee to which it is entitled under this Article, the Board, to the extent and only to the extent permitted and authorized by law, will deduct the unpaid portion of the fee from the last paycheck paid to said teacher during the membership year in question and forward same to the Association. In the event that an employee terminates employment in such a manner that the Board is unable to make deductions from future checks, the Board is relieved of its obligation to make such deductions as to such employees.

e. Mechanics. Except as otherwise provided in this Article and to the extent and only to the extent permitted and authorized by law, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

f. Indemnification. The Association herein and hereby indemnifies and holds the Board of Education harmless from and against any and all claims made or alleged against the Board of Education by virtue of and/or growing out of the Board's performance pursuant to the provisions of this Article.


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ARTICLE XIV.

SEPARABILITY AND SAVINGS.

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.


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ARTICLE XV.

FULLY BARGAINED PROVISIONS.

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

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ARTICLE XVI.

BOARD RIGHTS AND RESPONSIBILITIES.

1. The Board retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States.

2. The exercise of the powers, rights, authority, duties and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and the United States.

3. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under R.S. 18A, School Laws of New Jersey, or any other national, state, county, district or local laws or regulations as they pertain to education.

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ARTICLE XVII.

ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES.

1. **Information.** The Board agrees to furnish to the Association, in response to reasonable requests made by the Association from time to time, available public information concerning the Fort Lee schools which the Association may require in connection with negotiations. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.

2. **Released Time for Meetings.** Whenever any representative of the Association or any teacher participates during working hours in negotiations or grievance proceedings, mutually arranged by the parties, he or she shall suffer no loss in pay.

3. **Use of School Building.** The Association and its representatives have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified in advance of the time and place of such meetings. Prior approval shall be required, but shall not be unreasonably withheld.

4. **Use of School Equipment.** The Association shall have the right to use school facilities and equipment including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audio-visual instruments at reasonable times, when such equipment is not otherwise in use.

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The Association shall pay for the actual cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

5. **Bulletin Boards.** The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and teachers' dining room. All material posted on said bulletin boards by the Association shall be signed by the appropriate designated representative of the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

6. **Mail Facilities and Mail Boxes.** The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of the building principals or other members of the administration. The nature and contents of any materials so circulated need not be disclosed to any administrative personnel, including building principals, and no penalties shall be imposed on any Association representatives who refuse to disclose any related information being circulated in the mailboxes.

7. **Attendance at Meetings.** Exclusive of all co-curricular and coaching personnel who have events scheduled, all teachers shall be permitted to be released from duties at the time of student dismissal at the end of the school day one (1) day per month for the sole and limited purpose of attending an Association meeting scheduled during that month. Written notice of the

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proposed date of said monthly Association meeting involved with teacher early dismissal from duties shall be provided by the Association to the Superintendent of Schools at least three (3) school days prior to the proposed date of said meeting, if possible.

8. Exclusive Rights. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the teachers, and to no other organizations.

9. Responsibilities. The Board and Association shall be responsible for acquainting their respective members with the provisions of this Agreement, and shall be responsible for the adherence to the provisions of this Agreement by their respective members during the life of this Agreement.

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ARTICLE XVIII.

TEACHER RIGHTS.

1. Rights and Protections. Pursuant to Chapter 123, Public Laws of 1974, as amended, the Board and the Association hereby agree that every teacher employed by the Board covered by this Agreement shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations or to refrain from doing so. The Board and the Association agree that they shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123 and that they shall not discriminate against any teacher by reason of membership or non-membership in the Association and its activities of the Association and its affiliates.

2. Evaluation of Students. The teachers shall have the responsibility of determining grades and other evaluations of students within the guidelines of grading policies of the Fort Lee School District. No grade or evaluation will be changed without consultation with the teacher. In the event that the teacher does not agree to a grade change, or is not available for a conference, an administrative grade may be given by the Principal. The record shall clearly indicate that the grade given in such instances was not the teacher grade.

3. Association Identification. No teacher shall be prevented from wearing reasonable pins or other reasonable identification of membership in the Association or its affiliates.

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4. Statutory Savings. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE XIX.

TEACHER EMPLOYMENT.

1. Certification.

a. Standard Certification. The Board agrees to make every reasonable effort to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

b. Notification. The Superintendent shall annually report to the Association in writing, the certificates and degrees held, major and minor fields of study, and prior experience of each new teacher.

2. Placement on Salary Guide.

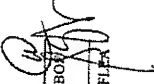
a. Adjustment to Salary Guide. Each teacher shall be placed on the proper step of the salary guide in accordance with the present prorating system of steps.

b. Credit for Experience. Whenever a person shall hereafter accept office, position or employment as a teacher, the initial place on the salary guide shall be at such point as may be agreed upon by the teacher and the Board of Education. The Board shall evaluate any outside educational experience and has the sole right to fix starting salary.

c. Part-time Teacher Status. Part-time teacher status will be standardized with salary prorated based on the following formula for all grade levels: placement on salary guide divided by 5.5, then multiplied by the number of classes taught.

3. Returning to the District.

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than April 30 of any year, and shall be notified of their salary status according to Schedule A.

a. A teacher with teaching experience credited by the Fort Lee Board of Education who may return to Fort Lee teaching employment following a period not involving such employment, upon return to said Fort Lee employment shall retain all of the said experience credited by the Fort Lee Board of Education as of the date of the said interruption of teaching under employment by the Fort Lee Board of Education.

4. **Military Service.** Every teacher who after July 1, 1940, has served or hereafter shall serve, in the active military or naval service of the United States or of this State, including active service in the Women's Army Corps, the Women's Reserve of the Naval Reserve, or any similar organization authorized by the United States to serve with the Army or Navy, in time of war to or in connection with the operation of any system of selective service, shall be entitled to any employment or adjustment increment to which he would have been entitled if he had been employed for the same period of time in some publicly owned and operated college, school or institution of learning in this or any State or territory of the United States, except that the period of such service shall not be credited toward more than four (4) employment or adjustment increments.

5. **Previous Sick Leave Accumulation.** Previously accumulated leave days shall be restored to all returning teachers in accordance with Section 3 above.

6. **Notifications of Contract and Salary.** Teachers shall be notified of their contract status for the ensuing year no later

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7. **Tuition Reimbursement Plan.** The Board agrees to pay up to a maximum of \$55,000.00 for the 2002-2003 school year (July 1 to June 30) for tuition reimbursement for all members of the Fort Lee Education Association for courses the first class of which begins after July 1 of the applicable year. This amount shall increase to \$60,000 in 2003-2004 and to \$65,000 in 2004-2005. Tuition reimbursement shall be paid to staff members entitled who apply for reimbursement on a first come first served basis for courses approved by the Superintendent of Schools as follows:

- a) The Request for Course Approval will be submitted to the Superintendent of Schools or his designee for approval before taking a course which the staff member anticipates will be reimbursed. The approval form must be completed in its entirety.
- b) Reimbursement is effective for graduate courses at an accredited college or university.
- c) Reimbursement will annually be set at the lowest current rate being charged at a New Jersey college as of July 1 of that year.
- d) Request forms submitted for approval will be placed in rank order as they are received.

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September 1, 1997 shall be eligible for tuition reimbursement.

e) A receipt of payment from the college or university under whose aegis the course will be taken must be submitted to the office of the Superintendent of Schools or his designee. At that point the course request form will be reactivated and the information verified.

f) At the completion of the course an official transcript from the college or university must be submitted to the Superintendent of Schools or his designee for processing. Reimbursement will then be made on a first come, first served basis.

g) No individual shall be reimbursed for the tuition as set forth above for more than 15 credits taken during any school year (July 1 - June 30).

h) Courses eligible for tuition reimbursement must be job related and approved by the Superintendent of Schools; provided, however, that individuals covered under the terms of this agreement who were involved in a Graduate Administration/Supervision Degree or Certification Program by July 1, 1996, shall be eligible for tuition reimbursement for courses taken as part of such program under the following conditions:

i) An individual shall be considered to be involved in an Administration/Supervision Degree or Certification Program if he or she has taken at least one program course between July 1, 1995 and June 30, 1996 and has or will have completed at least 2/3 of the credits required for such program as of September 1, 1996.

ii) No Administration/Supervision course commencing after

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ARTICLE XXI.

PROMOTIONS.

1. **Positions Included.** Promotional positions are defined as positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibilities.

a. **Date of Posting.** When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limits specified in the notice and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications must be renewed annually for consideration for future vacancies.

b. **Application Procedure.** Teachers who desire to apply for a promotional position which may be filled during the summer when school is not regularly in session, shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. Insofar as practicable, the Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable. In addition, the Superintendent shall send a list of promotional positions to be filled during the summer period to the Association.

2. **Criteria for Notice.** In both situations set forth in

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ARTICLE XX.

TEACHER ASSIGNMENTS.

1. **Notification.**

a. **Date for Presently Employed Teachers.** Every reasonable effort will be made to give teachers written notice of their salary guides, class and/or subject assignments' building assignments and room assignments for the forthcoming year not later than August 10.

b. **New Teachers.** The Superintendent, or designee, shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency, not later than August 10.

c. **Revisions.** In the event of changes in such schedules, class and/or subject assignments, building assignments or room assignments, are posted after August 10, the Association and any affected teacher shall be notified in writing as soon as possible.

2. **Traveling Teachers.** Teachers who may be required to use their own automobile in the performance of their duties, and teachers who are assigned to more than one (1) school per day, shall be reimbursed for all such travel at the rate set by the Internal Revenue Service.

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ARTICLE XXII.

TEACHER EVALUATION.

1. Non-tenured Teachers.

a. Frequency. Non-tenured teachers shall be evaluated by their immediate superiors at least three (3) times during their first school year in the district, and at least two (2) times in their second and third years in the district. Such evaluation shall be followed by a written evaluation report and a conference between the teacher and his/her immediate superior for the purpose of identifying the teacher's strengths, deficiencies and recommendations for correction and improving instruction.

2. Evaluation Procedure.

a. Reports. Evaluation reports shall include, when pertinent:

i. Strengths of the teacher as evidenced during the period since the previous report.

ii. Weakness of the teacher as evidenced during the period since the previous report.

iii. Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.

b. Teacher Response. The teacher has the right to respond to any negative comments on an evaluation report, and the same shall be made part of his/her permanent file.

Section 1(a) above, the qualifications for the position, its duties, and the rate of compensation shall be clearly set forth. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

3. Procedure. All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors.

ARTICLE XXIII.

TEACHER WORK YEAR.

1. In-school Work Year.

a. Ten (10) Month Personnel. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eighty-three (183) days, plus a maximum of three (3) days of orientation, at the beginning of each school year, and one (1) wind-up day at the end of each school year. An exception to the one hundred eighty-three (183) day requirement shall be made for Guidance Counselors, Learning Disabilities Specialists and Social Workers whose in-school work year shall not exceed one hundred eighty eight (188) days. The Guidance Counselors shall report for work the three (3) working days immediately preceding Orientation Day. An additional exception: School Psychologists shall serve under a ten (10) month contract extending from September 1 to June 30 of the school year.

b. Definition of In-School Work Year. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

c. Inclement Weather. Teacher attendance shall not be required when students' attendance is not required due to inclement weather.

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ARTICLE XXIV.

TEACHING HOURS AND TEACHING LOADS.

1. Teacher Day.

a. Check-in Procedure. In accordance with the present practices, teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign in" roster.

b. Arrival and Dismissal Time. All teachers shall be in their homerooms or on a duty assigned by the principal in advance of the opening of school each morning for the following period of time:

High School	10 minutes
Middle School	10 minutes
Elementary School	20 minutes in 2002-2003; 25 minutes in 2003-2004 and thereafter

and ten (10) minutes before opening of the afternoon session in the elementary schools. Teachers unable to comply are required to communicate with the telephone answering service so proper provisions can be made for replacement.

The term "opening of schools" shall mean the time when pupils have assigned responsibility to an assigned room, e.g., 8:32 a.m. at the Middle School, which means teacher shall be in homeroom or on an assigned duty at 8:22 a.m.

All teachers are to remain in the building for a least the following period of time, and for exceptional cases, as much longer as necessary under assignments made to them by the

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principal, or duties incumbent upon them by virtue of contract for extra-curriculum services as consummated with the Fort Lee Board of Education:

High School	21 minutes*	<u>Friday's Only</u>
Middle School	30 minutes	10 minutes
Elementary School	30 minutes	15 minutes

* On one administratively scheduled day each week teachers will remain at their teaching station for 41 minutes.

c. **Leaving the Building.** Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods.

d. **Half Day Sessions.** On days when students are scheduled for a half day, teachers shall remain on duty for ten (10) minutes after student dismissal time; however, on those half days when a workshop is scheduled, the workshop shall commence at 2:10 p.m. and end at 4:00 p.m. On the day before the Thanksgiving and Christmas holidays, student dismissal time shall be 12:30 p.m. for the Middle and High School and 1:00 p.m. for the Elementary Schools.

2. Lunch Period.

a. Grade Level and others. Teachers shall have a daily duty-free period as follows:

- i. Elementary School - 50 minutes
- ii. Middle and High School - one (1) scheduled period.

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3. Meetings.

a. Faculty and other. Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending faculty or other professional meetings to a total of twelve (12) per year except for periods preceding Middle State's Evaluation and New Jersey State Evaluation, when more meetings may be required.

The meetings shall have a maximum duration of fifty (50) minutes and shall not be scheduled for any Friday or any day immediately preceding any legal holiday except in case of an emergency. The starting time for said meetings is as follows:

Elementary Schools	3:10 p.m.
Middle School	2:55 p.m.
High School	3:00 p.m.
District Meetings	3:15 p.m.

4. Preparation Time.

a. Grade Level. Classroom teachers shall, in addition to their lunch period, have preparation time as follows:

i. Elementary School. (Grades K-6). An average of five (5) periods per week (aggregating 200 minutes per week), subject to the Board's right to use teachers as substitutes to cover a class for an absent teacher. Whenever possible, every effort will be made to provide every elementary classroom teacher with one preparation period per day.

ii. Middle and High School. An average of five (5) periods per week, subject to the Board's right to use teachers as substitutes to cover for an absent teacher.

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iii. Compensation. A teacher who gives up a preparation period to substitute for another teacher when he/she is late or absent shall be reimbursed for such loss based upon the following schedule: Substitution for 0-10 minutes - no payment; Substitution for over ten (10) minutes - \$15.00.

Payment shall be made whether the substitute teacher takes over all or part of the absent teacher's classes. Time taught shall be based upon the time the late teacher checks in at the principal's office.

The assignment of the substitute teacher must be authorized by the principal or his/her designee.

5. Extracurricular Activities.

a. Approved Activities. The Board and the Association agree that the extra-curricular activities listed in Schedule A, and other currently existing extra-curricular activities are educationally worthwhile.

ARTICLE XXV.

NON-TEACHING DUTIES.

1. The present practices shall be continued for the life of this Agreement.


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ARTICLE XXVI.

TEACHER FACILITIES.

1. The Board agrees to make every reasonable effort to provide adequate teacher facilities.
2. The Board agrees to provide an answering service for teachers to report unavailability for work.

ARTICLE XXVII.

WAIVER.

This agreement shall not be modified in whole or in part except by an instrument in writing duly agreed to and executed by both parties, except as otherwise provided by law.


BOE
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BOE
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SCHEDULE A

SALARY GUIDES

1. Teacher Salary Guide for 2002-2003. A-1
2. Teacher Salary Guide for 2003-2004. A-2
3. Teacher Salary Guide for 2004-2005. A-3
4. Guidelines for Horizontal Movement. A-4
5. School Psychologist Salary Guide. A-5
6. Salary Guide for Guidance Counselors. A-6
7. Differentials paid to Fort Lee Teachers. A-7
8. Summer School Salary Guides for 2002-2005. A-8
9. Curricular Activities List. A-9
10. Curricular Guide for 2002-2003. A-10
11. Curricular Guide for 2003-2004. A-11
12. Curricular Guide for 2004-2005. A-12
13. Guidelines for Coaches Compensation. A-13
14. Athletic Guide for 2002-2005. A-14
15. Classroom Instructional Aides. A-15

ARTICLE XXVIII.

DURATION OF AGREEMENT.

This Agreement shall be in full force as of July 1, 2002 and shall remain in full force and effect through June 30, 2005.

BOARD OF EDUCATION OF THE
BOROUGH OF FORT LEE IN THE
COUNTY OF BERGEN

By: Francis Stern
FRANCIS STERN, President

Attest: Frankie Brown
Business Administrator / 8/1/03
Board Secretary

FORT LEE EDUCATION ASSOCIATION

By: Susan Wilson
SUSAN WILSON, President

Attest: Muriel Kravette
MURIEL KRAVETTE, Secretary

ROY DEARL, Chief Negotiator

FLEA BARGAINING COMMITTEE

Maria Pulios
MARIA PULIOS

Joseph Lovallo
JOSEPH LOVALLO

William Campbell
WILLIAM CAMPBELL

Andrew Fineman
ANDREW FINEMAN

Arlene Scala
ARLENE SCALA

Salvatore Bordonaro
SALVATORE BORDONARO

Elaine Ruland
ELAINE RULAND

BOE
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FORT LEE TEACHERS' 2002-2003 SALARY GUIDE

Old Step	New Step	I	I+10	I+20	II	II+10	II+20	III	III+10	III+20	IV
1	1	39,000	39,300	39,600	39,900	40,600	41,300	42,000	42,667	43,333	44,000
2	2	39,929	40,229	40,529	40,829	41,532	42,236	42,939	43,606	44,272	44,939
3	3	40,925	41,225	41,525	41,825	42,528	43,232	43,935	44,602	45,270	45,937
4	4	42,425	42,758	43,092	43,425	44,128	44,832	45,535	46,236	46,936	47,637
5	5	43,724	44,291	44,858	45,425	46,095	46,765	47,435	48,136	48,836	49,537
6	6	45,925	46,358	46,792	47,225	47,928	48,632	49,335	50,036	50,736	51,437
7	7	47,325	47,892	48,459	49,025	49,762	50,498	51,235	51,936	52,636	53,337
8	8	48,325	49,292	50,058	50,825	51,595	52,365	53,135	53,836	54,536	55,237
9	9	49,776	50,692	51,609	52,525	53,328	54,132	54,935	55,669	56,403	57,137
10	10	51,126	52,092	53,059	54,025	54,928	55,832	56,735	57,502	58,270	59,037
11	11	52,625	53,725	54,825	55,925	56,795	57,665	58,535	59,336	60,136	60,937
12	12	54,225	55,358	56,492	57,625	58,558	59,432	60,335	61,169	62,003	62,837
13	13	56,025	57,125	58,225	59,325	60,295	61,265	62,235	63,069	63,903	64,737
14	14	57,725	59,958	60,192	61,425	62,412	63,398	64,385	65,236	66,096	66,937
15	15	60,025	61,225	62,425	63,625	64,828	66,032	67,235	68,102	68,970	69,837
Max 2	16	62,925	64,125	65,325	66,525	67,809	69,092	70,375	71,262	72,150	73,037
Max 3	17	66,025	67,292	68,598	69,825	71,162	72,498	73,835	74,736	75,636	76,537
Max 4	18	70,375	71,642	72,908	74,175	75,645	77,115	78,585	79,486	80,386	81,287
Max 5	19	74,280	75,647	77,013	78,380	79,917	81,455	82,990	83,923	84,857	85,790
Max 6	20	79,285	80,875	82,465	84,055	85,668	87,280	88,893	90,015	91,136	92,258

* Note: Old Steps E1, E2, 6 and Max 1 have been eliminated.

A-1.1

Teachers Contract August 1, 2003

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FORT LEE TEACHERS' 2002-2003 SALARY GUIDE

	Old Step	New Step	I	II	III	IV
1	1		39,000	39,900	42,000	44,000
2	2		39,929	40,829	42,939	44,939
3	3		40,925	41,825	43,935	45,937
4	4		42,425	43,425	45,535	47,637
5	5		43,724	45,425	47,435	49,537
6	6		45,925	47,225	49,335	51,437
7	7		47,325	49,025	51,235	53,337
8	8		48,525	50,825	53,135	55,237
9	9		49,776	52,525	54,935	57,137
10	10		51,126	54,025	56,735	59,037
11	11		52,625	55,925	58,535	60,937
12	12		54,225	57,625	60,335	62,837
13	13		56,025	59,325	62,235	64,737
14	14		57,725	61,425	64,385	66,937
15	15		60,025	63,625	67,235	69,837
16	16		62,925	66,525	70,375	73,037
Max 2	Max 2		66,025	69,825	73,835	76,537
Max 3	Max 3		70,375	74,175	78,585	81,287
Max 4	Max 4		74,280	78,380	82,990	85,790
Max 5	Max 5		79,285	84,055	88,893	92,258
Max 6	Max 6	-				

* Note: Old Steps E1, E2, 6 and Max 1 have been eliminated

A-1

Teachers Contract
August 1, 2003

BOE
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FORT LEE TEACHERS' 2003-2004 SALARY GUIDE

	I	II	III	IV
1	39,500	40,400	42,500	44,500
2	40,480	41,370	43,480	45,480
3	41,670	42,560	44,670	46,670
4	43,270	44,260	46,370	48,476
5	45,170	46,160	48,170	50,276
6	47,370	48,260	50,370	52,476
7	49,170	50,060	52,370	54,476
8	51,670	51,860	54,270	56,376
9	53,070	53,560	56,070	58,276
10	54,370	55,360	57,870	60,176
11	55,870	57,060	59,670	62,076
12	57,270	58,760	61,470	63,976
13	58,970	60,460	63,370	65,876
14	61,270	62,560	65,470	68,076
15	64,170	64,760	68,370	70,976
16	67,270	67,660	71,470	74,176
17	70,700	70,960	74,970	77,676
18	74,750	74,500	78,900	81,600
19	78,850	78,850	83,450	86,250
20	81,290	86,155	91,093	94,558

A-2

Teachers Contract
August 1, 2003

BOB
FLEX

FORT LEE TEACHERS' 2003-2004 SALARY GUIDE

	I	I+10	I+20	II	II+10	II+20	III	III+10	III+20	IV
1	39,500	39,800	40,100	40,400	41,100	41,800	42,500	43,167	43,833	44,500
2	40,480	40,777	41,073	41,370	42,073	42,777	43,480	44,147	44,813	45,480
3	41,670	41,967	42,263	42,560	43,263	43,967	44,670	45,339	46,007	46,676
4	43,270	43,600	43,930	44,260	44,963	45,667	46,370	47,072	47,774	48,476
5	45,170	45,500	45,830	46,160	46,830	47,500	48,170	48,872	49,574	50,276
6	47,370	47,667	47,963	48,260	48,963	49,667	50,370	51,072	51,774	52,476
7	49,170	49,467	49,763	50,060	50,763	51,467	52,170	52,872	53,574	54,276
8	51,670	51,967	52,263	52,560	53,263	53,967	54,670	55,372	56,074	56,776
9	53,070	53,333	53,597	53,860	54,563	55,267	55,970	56,672	57,374	58,076
10	54,370	54,633	54,897	55,160	55,863	56,567	57,270	57,972	58,674	59,376
11	55,870	56,133	56,397	56,660	57,363	58,067	58,770	59,472	60,174	60,876
12	57,270	57,533	57,797	58,060	58,763	59,467	60,170	60,872	61,574	62,276
13	58,970	59,233	59,497	59,760	60,463	61,167	61,870	62,572	63,274	63,976
14	61,270	61,533	61,797	62,060	62,763	63,467	64,170	64,872	65,574	66,276
15	64,170	64,433	64,697	64,960	65,663	66,367	67,070	67,772	68,474	69,176
16	67,270	67,533	67,797	68,060	68,763	69,467	70,170	70,872	71,574	72,276
17	70,700	70,963	71,227	71,490	72,193	72,897	73,600	74,302	75,004	75,706
18	74,750	74,967	75,183	75,399	76,102	76,805	77,508	78,210	78,912	79,614
19	78,850	79,067	79,283	79,499	80,202	80,905	81,608	82,310	83,012	83,714
20	81,290	82,012	82,733	83,455	84,177	84,899	85,621	86,343	87,065	87,787

A-2.1

Teachers Contract
August 1, 2003

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FORT LEE TEACHERS' 2004-2005 SALARY GUIDE

	I	I+10	I+20	II	II+10	II+20	III	III+10	III+20	IV
1	40,000	40,333	40,667	41,000	41,667	42,333	43,000	43,667	44,333	45,000
2	41,090	41,390	41,690	41,990	42,693	43,397	44,100	44,767	45,433	46,100
3	42,353	42,655	42,978	43,290	43,993	44,697	45,400	46,067	46,733	47,400
4	43,953	44,299	44,644	44,990	45,693	46,397	47,100	47,800	48,500	49,200
5	45,853	46,199	46,544	46,890	47,593	48,297	49,000	49,700	50,400	51,100
6	48,053	48,365	48,678	48,990	49,693	50,397	51,100	51,800	52,501	53,201
7	49,854	50,199	50,545	50,890	51,627	52,363	53,100	53,800	54,501	55,201
8	51,053	51,599	52,144	52,690	53,460	54,230	55,000	55,700	56,401	57,101
9	52,353	53,032	53,711	54,390	55,193	55,997	56,800	57,534	58,267	59,001
10	53,752	54,531	55,311	56,090	56,927	57,763	58,600	59,367	60,134	60,901
11	55,053	55,965	56,878	57,790	58,660	59,530	60,400	61,200	62,001	62,801
12	56,553	57,532	58,511	59,490	60,393	61,297	62,200	63,034	63,867	64,701
13	57,953	59,032	60,111	61,190	62,160	63,130	64,100	64,934	65,767	66,601
14	59,553	60,865	62,078	63,290	64,260	65,230	66,200	67,067	67,934	68,801
15	61,153	63,132	64,311	65,490	66,693	67,897	69,100	69,967	70,834	71,701
16	62,853	65,032	67,211	68,390	69,660	70,930	72,200	73,100	74,001	74,901
17	64,553	66,999	69,444	71,690	73,027	74,363	75,700	76,600	77,501	78,401
18	66,253	68,832	71,411	73,690	75,860	78,030	79,800	80,700	81,601	82,500
19	67,953	70,783	73,611	75,990	78,660	81,330	83,217	84,750	86,617	88,550
20	69,653	72,745	75,837	78,930	81,993	85,063	88,133	91,203	94,273	96,358

A-3.1

Teachers Contract
August 1, 2003

DOE
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FORT LEE TEACHERS' 2004-2005 SALARY GUIDE

	I	II	III	IV
1	40,000	41,000	43,000	45,000
2	41,090	41,990	44,100	46,100
3	42,353	43,290	45,400	47,400
4	43,953	44,990	47,100	49,200
5	45,853	46,890	48,900	51,001
6	48,053	48,990	51,100	53,201
7	49,854	50,890	53,100	55,201
8	51,053	52,690	55,000	57,101
9	52,353	54,390	56,800	59,001
10	53,752	56,090	58,600	60,901
11	55,053	57,790	60,400	62,801
12	56,553	59,490	62,200	64,701
13	57,953	61,190	64,100	66,601
14	59,553	63,290	66,200	68,801
15	61,153	65,490	69,100	71,701
16	62,853	68,390	72,200	74,901
17	64,553	71,690	75,700	78,401
18	66,253	75,390	79,800	82,500
19	67,953	80,150	84,750	87,550
20	69,653	88,255	93,293	96,858

A-3

Teachers Contract
August 1, 2003

DOE
FLEA

GUIDELINES FOR HORIZONTAL MOVEMENT

All Courses, whether graduate or in-service, must be approved by the Superintendent of Schools or his designee, in advance of attendance.

Only passing grades will be credited toward advancement as determined by a review of the official college transcript submitted by the staff member.

The mandatory 100 hours of continuing professional development (N.J.A.C. 6:11-13.1, et seq) will not necessarily trigger horizontal movement; however, during the process of horizontal movement a teacher may satisfy the 100 hours.

At the earliest possible date in advance of September 1 of any school year by which a teacher will be confident that he/she will expect to qualify for advancement beyond his/her current salary guide class, inclusive of mid-point possibilities, effective for said September 1, he/she would prepare and send to the Superintendent of Schools or his designee two completed copies of the form, "Record of Superintendent's Approval for Advance Study relating to Salary Classification."

When a teacher completes ten (10) semester hours as approved by the Superintendent of Schools or his designee for credit toward the thirty (30) semester hour requirement differential between salary guide classes, the teacher will qualify for a salary adjustment as of September 1 in the school year immediately following the completion of said ten (10) semester per hour block credit with said amount of salary adjustment to be equal to one-third of the salary guide differential between the appertaining classes.

The following are the class categories and requirements reflective in the horizontal movement salary adjustment schedule:

Class I = Bachelor Degree
Class I.1 = Bachelor plus 10 credits
Class I.2 = Bachelor plus 20 credits
Class II = Bachelor plus 30 credits, or Master Degree

(Only those with a Master's Degree may advance beyond Class II; a person with a Bachelor's Degree remains at Class II, no matter how many additional credits are taken.)

Class II.1 = Master plus 10 credits
Class II.2 = Master plus 20 credits

A-4

Teachers Contract
August 1, 2003

DOE
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Class III = Master plus 30 credits
Class III.1 = Master plus 40 credits
Class III.2 = Master plus 50 credits
Class IV = Master plus 60 credits, or any additional

A-4 (cont'd)

Teachers Contract
August 1, 2003

DOE
FLEX

SALARY GUIDE FOR SCHOOL PSYCHOLOGISTS

School psychologist shall serve under a ten (10) month contract extending September 1 to June 30 of the school year.

School psychologist shall serve a daily working schedule that matches the daily working schedule of teachers, as 8:45 a.m. to 3:30 p.m. with fifty (50) minutes for lunch, thus providing a minimum of 5 3/4 hours of daily service.

School psychologist shall be compensated thus:

1. The initial salary of newly employed psychologist shall be established by mutual agreement of the Board of Education and the psychologist following a Recommendation on this matter as submitted to the Board by the Superintendent of Schools. This salary will be based upon a pre-employment determination of a proper place within the teachers' salary guide, with adjustment of the figure thus evolving in terms of the following two considerations.

- A. A psychologist possessing a doctorate shall receive for this doctorate a differential of \$800.00 above his proper place within the teacher's salary guide as said proper placement is determined per item #1 above
- B. For service as a school psychologist there shall be a difference of \$2,000.00 above the salary as determined by way of points No. 1 and No. 1A above.


FLEA

SALARY GUIDES FOR GUIDANCE COUNSELORS

Guidance Counselors shall be employed on a full-time basis under a ten (10) month contract.

Guidance Counselors shall work thirty (30) minutes daily beyond the employment time for teachers within their respective school. This thirty (30) minute period shall follow the close of the assigned working day for teachers.

The work year for Guidance Counselors shall include a total of five (5) days that are in addition to the days for which teachers are assigned. These days shall be scheduled as follows.

- A. Two days of additional service after the close of the regular school year.
- B. Three days of additional service prior to the Orientation Day for teachers.

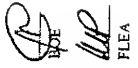
At the high school level, three Guidance Counselors must always be in the building during the lunch periods. At the middle school level, one Guidance Counselor must always be in the building during the lunch periods. At the elementary level, one Guidance Counselor must always be available during lunch periods. Whenever Guidance Counselors leave the building for their daily allotted lunch period, they may be provided with a board supplied pager, or will be required to provide the principal or his designee, a phone or fax number which would insure their immediate return to their assigned building in case of a student emergency.

The Guidance Counselors of the high school shall be directly responsible to the Principal of the high school or his/her designee. The Guidance Counselors of the Middle School shall be directly responsible to the Principal of the Middle School.

The Guidance Coordinator shall be assigned to work at school during the April (Spring) break; in that case, the Guidance Coordinator shall receive his/her per diem salary for each such day.

The annual salary of a Guidance Counselor shall be above the annual salary this person would receive in terms of proper place as a regular teacher on the Teachers' Salary Guide, in the amount of \$1,000 in the first and second year of service as a Guidance Counselor, and \$1,600 in the third year of service as a Guidance Counselor. These amounts shall increase by \$200 at each level during each year of this agreement, i.e., from \$1,000 to \$1,200 in 2003-04 and to \$1,400 in 2004-05; and from \$1,600 to \$1,800 in 2003-04 and to \$2,000 in 2004-05.

A-6


FLEA

DIFFERENTIALS PAID TO FORT LEE TEACHERS WHICH ARE AMOUNTS OF MONEY PAID ANNUALLY IN EXCESS OF THE ANNUAL SALARY AS A TEACHER AS CALCULATED FROM THE FORT LEE BOARD OF EDUCATION TEACHERS SALARY SCHEDULE.

These amounts are paid as part of an annual salary not as an extra bonus

For Guidance Counselors; recorded in Salary Guide for Guidance Counselors.

For Psychologists: Recorded in Salary Guide for School Psychologist.

For Learning Disability Teacher-Consultants: \$500.00
For Social Workers: \$500.00

A-7

Teachers Contract
August 1, 2003

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SUMMER SCHOOL SALARY GUIDES FOR 2002-2004

Those persons hired to teach in the summer school shall teach two (2) classes per day and shall be paid for the summer school session as follows:

SUMMER OF 2002	\$3,900.00
SUMMER OF 2003	\$4,073.00
SUMMER OF 2004	\$4,244.00

The other provisions of this contract are not applicable to summer school employees.

A-8

In 2002-2003, 4.31% increase
In 2003-2004, 4.43% increase
In 2004-2005, 4.20% increase

Teachers Contract
August 1, 2003

BOE
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COCURRICULAR ACTIVITIES LIST

CLASS A ACTIVITIES

Freshman Class Advisor
 Future Teachers of America
 Pioneer (Art & Layout)
 Pioneer Business Advisor
 Sophomore Class Advisor
 International Thespian Society
 Italian Club/Italian Honor Society
 Key Club
 Modern Music Masters
 National Honor Society
 Spanish Club
 Academic Decathlon
 Art Honor Society
 Asian Club
 Camera Club
 Computer Club
 French Club
 Greek Club
 Hebrew Club
 Science Club/Environmental Club
 Library Council - M.S.
 Computer Club - M.S.
 Dramatics - M.S.
 Industrial Arts Club - M.S.
 Foreign Language Club - M.S.
 Environmental Advisors - All Schools
 Band Wind Instructor - H.S.
 Marching Band Drill Instructor - H.S.
 Assistant Choral Director - H.S.
 Interact Club Advisor
 Model U.N. Club Advisor
 Assistant Theater Director
 Spring Musical Director
 Bell Choir Director

CLASS B ACTIVITIES

All-City Band Director
 Assistant Cheerleader Advisor
 Fort-Lee-der Advisor
 High School Technical Advisor

A-9

Teachers Contract
 August 1, 2003

BOE
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Junior Class Advisor

Math League

Pioneer Advisor

Science League

Speech and Debate

Voice (Art & Layout)

Voice (Literary)

SADD Advisors - All Schools

Band Leader - M.S.

Chorus Director - M.S.

Intermedia (Art) - M.S.

Intermedia (Literary) - M.S.

Student Council Advisor - M.S.

Yearbook Club Advisor - M.S.

CLASS B-1 ACTIVITIES

Senior Class Advisor

Future Business Leaders of America

Elementary Fine Arts Coordinator, K-6

Right-To-Know Program Coordinator

Social Problem Solving Coordinator

CLASS C ACTIVITIES

Cheerleader Advisor (+\$1,000.00 bonus for chaperoning JV & V basketball games)

Band Director (+\$800.00 bonus)

Chorus Director

Drama Director

Secondary Fine Arts Coordinator, 7-12

Student Council Advisor

Assistant Band Director - H.S.

All Borough Orchestra Director

Color Guard/Winter Guard

A-9 (cont'd)

Teachers Contract
 August 1, 2003

BOE
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2002-2003 COCURRICULAR COMPENSATION GUIDE

Class A Activity	\$1,415
Class B "	\$2,103
Class B-1 "	\$3,164
Class C "	\$4,212

COCURRICULAR SPECIAL ACTIVITIES

Marching Band Coordinator at \$45.87/hr. not to exceed \$3,851.

Technical Advisor to Community Groups at \$35.57/hr.

1. Chorus Director at \$36.66/hr. not to exceed 25 hrs.

2. H.S. Student to be chosen and assigned by Chorus Director at \$13.79/hr. not to exceed \$345.

Recreation Coordinators at \$20.84/hr. not to exceed \$3,994.

Assistant All Borough Orchestra Director at \$36.66/hr. not to exceed 25 hours.

Orchestra Director at \$36.66/hr. not to exceed 25 hours.

In 2002-2003, 4.31% increase.

A-10

Teachers Contract
August 1, 2003

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2003-2004 COCURRICULAR COMPENSATION GUIDE

Class A Activity	\$1,478
Class B "	\$2,196
Class B-1 "	\$3,304
Class C "	\$4,399

COCURRICULAR SPECIAL ACTIVITIES

Marching Band Coordinator at \$47.90 hr. not to exceed \$4,022.

Technical Advisor to Community Groups at \$37.15/hr.

1. Chorus Director at \$38.29/hr. not to exceed 25 hrs.

2. H.S. Student to be chosen and assigned by Chorus Director at \$14.40/hr. not to exceed \$362.

Recreation Coordinators at \$21.76/hr. not to exceed \$4,171.

Assistant All Borough Orchestra Director at \$38.29/hr. not to exceed 25 hours.

Orchestra Director at \$38.29/hr. not to exceed 25 hours.

In 2003-2004, 4.43% increase.

A-11

Teachers Contract
August 1, 2003

BOY
FLEA

2004-2005 COCURRICULAR COMPENSATION GUIDE

Class A Activity	\$1,540
Class B "	\$2,288
Class B-1 "	\$3,443
Class C "	\$4,583

COCURRICULAR SPECIAL ACTIVITIES

Marching Band Coordinator at \$49.86/hr. not to exceed \$4,191.

Technical Advisor to Community Groups at \$38.71/hr.

1. Chorus Director at \$39.94/hr. not to exceed 25 hrs.

2. H.S. Student to be chosen and assigned by Chorus Director at \$15.01/hr. not to exceed \$377.

Recreation Coordinators at \$22.68/hr. not to exceed \$4,347.

Assistant All Borough Orchestra Director at \$39.94/hr. not to exceed 25 hours.

Orchestra Director at \$39.94/hr. not to exceed 25 hours.

In 2004-2005, 4.20% increase

A-12

Teachers Contract
August 1, 2003

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GUIDELINES FOR COACHES COMPENSATION

No employee can move more than one step/year, regardless of the number of sports or seasons coached.

There will be no loss of credit for Fort Lee coaching experience, regardless of interruption of coaching services.

Each coach who was at maximum (Step 4) as of July 1, 2002 shall receive, in addition to the guide amount, an annual stipend of \$100, which will not be applied to the coaches' guide. Each coach who reaches maximum (Step 4) during the term of this agreement shall also receive the annual \$100 stipend beginning the year after he or she reaches maximum (Step 4).

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Teachers Contract
August 1, 2003

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ATHLETIC GUIDE

2002-2003
2003-2004
2004-2005

Salary Guide

Step	Head I	Asst. I	Head II	Asst. II	III	IV
1	5,443	3,919	4,657	3,370	2,374	1,883
2	5,944	4,334	5,083	3,790	2,685	2,103
3	6,656	4,956	5,881	4,396	3,084	2,393
4	7,956	5,754	7,088	5,204	3,585	2,807

Class I: Football

Class II: Basketball (G&B), Wrestling, Baseball, Softball, Tennis (G&B) Soccer (G&B), Volleyball, Track & Field, Cross Country

Class III: Winter Track, Golf

Class IV: Bowling

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CLASSROOM INSTRUCTIONAL AIDES 2002-2005 COMPENSATION GUIDES

For those hired after July 1, 1999, the following guides will be in effect:

	2002-2003	2003-2004	2004-2005
STEP 1	4.31%	4.43%	4.20%
STEP 2	11.30	11.80	12.29
STEP 3	11.52	12.03	12.53
STEP 4	11.75	12.27	12.78
STEP 5	11.97	12.51	13.03
STEP 6	12.19	12.73	13.27
STEP 7	12.42	12.97	13.52
	12.65	13.21	13.77

For those hired prior to July 1, 1999, the following rates will be in effect:

2002-2003	2003-2004	2004-2005
\$23.69 per hr.	\$24.74 per hr.	\$25.78 per hr.

Aides shall be entitled to Temporary Leaves of Absence per Article VII.

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Teachers Contract
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SCHEDULE B.

**FORT LEE PUBLIC SCHOOLS
EMPLOYEE'S REPORT OF REASON FOR ABSENCE**

INSTRUCTIONS:

For maintaining accuracy in record keeping, this report form should be completed in duplicate with a pen and submitted to the employee's immediate superior not later than the first day upon which the employee returns to work, following any day of absence for any reason. For this purpose, the immediate superior is defined as the Principal to whom the employee is assigned for administrative purposes and serving custodians who service more than one school building shall submit their report to the Board of Education office.

The here-defined immediate superior, as the Principal, shall retain for file one copy of this report and promptly submit the other copy to the office of the Secretary of the Board of Education.

EMPLOYEE'S STATEMENT:

On the Following day(s) I will be or was absent for the following reason:

Absence starting on date of _____ (month) _____ (day) _____ (year)

and extending through date of _____ (month) _____ (day) _____ (year)

thus making a total of employment days of absence for this occasion: _____

No. of working days absence _____

for the reason of:

(Check one, and fill in any blanks on item checked; if more than one reason is applicable, list to the left of each box checked the appropriate date(s).)

☐

Sick leave (my own personal illness or injury)

Employees on 10-month contract allowed 10 days per year and employees on 12-month contract allowed 12 days per year, with additionally unused portions accumulated from previous years allowed without pay deduction.

☐

Emergency leave. Up to 5 days per year without pay deduction is allowed for: (1) court order, or (2) death, critical illness or injury of a member of my immediate family (father, mother, brother, sister, husband, wife or child) or my in-laws (father-in-law, mother-in-law, brother-in-law, sister-in-law), an employee's grandparent and employee's spouse's grandparents, plus members of an employee's immediate household. Any emergency to personal property and residence.

If for death, critical illness or injury or an emergency, state here the relationship of the involved person.

☐

Personal leave: One day per year without pay deduction is allowed when taking a personal day in accordance with Article XX, Section 1B of the agreement between the parties.

☐

Attendance at professional conference, convention, or meeting when approved in advance by the Superintendent of Schools or the Board of Education.
State occasion and place:

THIS REPORT MAY NOT BE CHANGED AFTER FILING

(Date signed) _____

(Signature of Employee) _____

Rev. 10/ /82

(School) _____

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